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Mission Manager

Roles & Responsibilities

by

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Technical Definition from Eng-link

The Mission Manager is responsible for administering

specific missions associated with emergency response.

This includes the coordination of all mission activities

including coordination with the other Emergency Support

Functions at the Disaster Field Office, when working as

First Order of Business 6-Hour Notice

Bring essential items (Fly Away Kit)

- Computer
- Cell phone
- Previous mission photos, notes, and other info (Makes FEMA and the District feel comfortable with your abilities)
- Business cards
- Thumb drive
- Camera
- GPS Unit

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JFO Level (Pre-Mission Assignment)

- Assist SME and AO with general housing questions as well as provide technical support if needed
- Make initial contact with “key players” such as FEMA Housing members, state governing officials, and local officials
- Begin collecting technical data for housing requirements in that state (DEP, PSC, HUD, Electric, Water, Sewer, etc.)

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Coordination Meetings

Do You Like
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Place!!!
I've
Always

Mission Assigned

- Review statement of work to be completed with AO and SME for technical clarity (changes every time!!)
- Re-locate to the Disaster Recovery Office where work will take place or assist in finding one
- Upon arrival at the DRC make contact with management cell (COL) as well as other mission managers (debris, ice, water) and FEMA Rep

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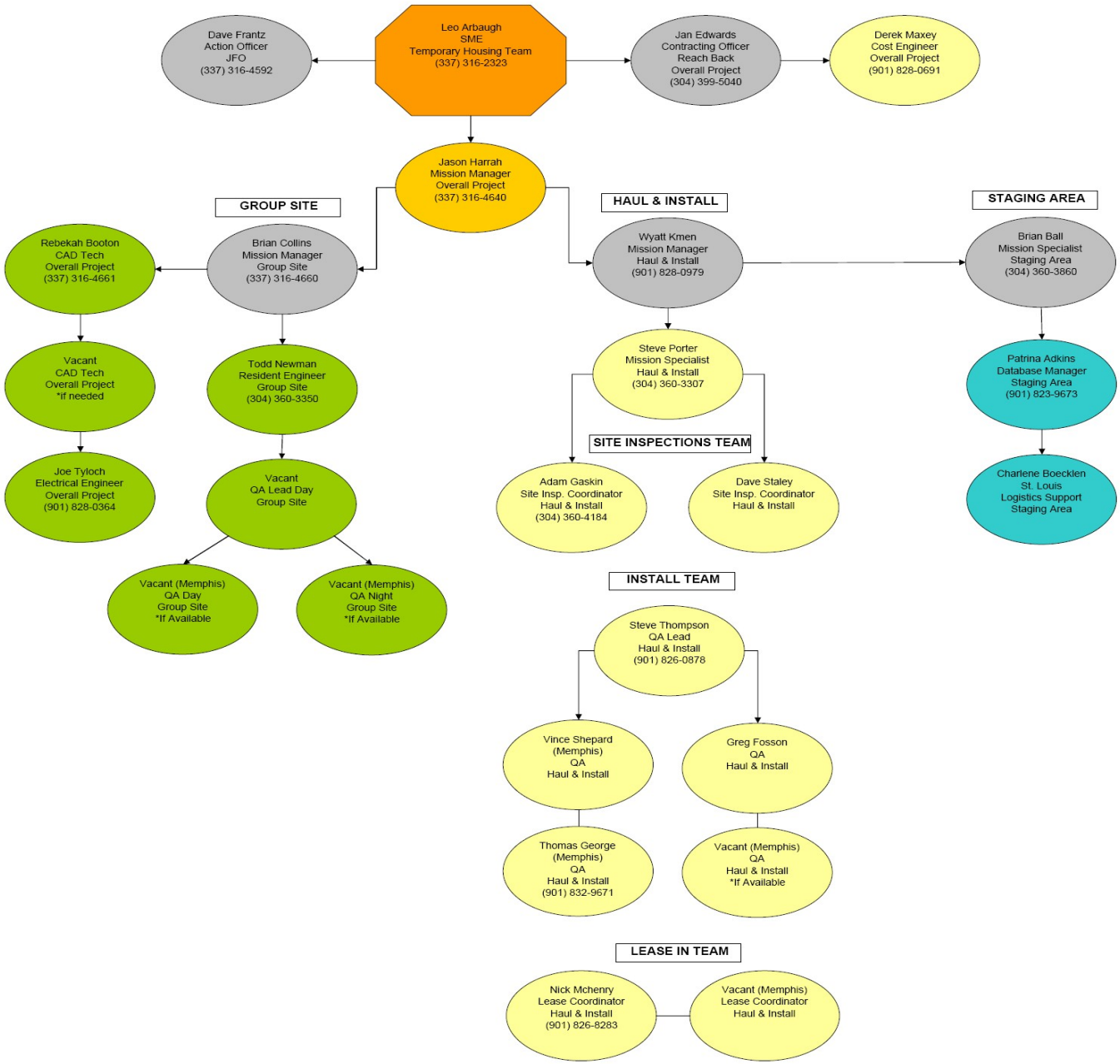
Typical Disaster Field Office

Team Formulation Phase

(Group Site, Haul & Install, Staging Area)

- Create staffing plan (org. chart) and share potential need with emergency manager based on mission size.
- Put team on standby for possible deployment.
- Get assistance from local district EOC or home district to create taskers to deploy members from your housing team or possibly from other districts based on need and availability (this can be a lengthy deal so the quicker the better)
- Work with action officer to create and adjust funding as needed.



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Other MM Duties

- Keep check on employee arrival and departure dates and notify emergency manager of upcoming needs and extensions
- Allow for overlapping employee job functions
- Watch for exempt / non-exempt employees and their positions
- Increase or decrease staff with workload (control cost growth)
- Sign timesheets, R&R requests, accident reports, supply lists, etc.
- Meet with COL, FEMA, and other members daily to inform of progress made and

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Morning and Nightly Team Progress Meetings

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Supplies

- Keep team members supplied with pens, pencils, paper, folders, etc.
- QA inspectors for haul and install will need measuring tapes, levels, screwdrivers, flashlights, gps units, cameras, etc. for trailer inspections and leasing
- Provide FEMA or acting district cell phones to team members as they arrive (if available)

Key Points and Tips

DO NOT MICRO-MANAGE!!!!!

- Find ways to boost team morale and reduce stress levels (buy morning donuts, praise good work, commander speech, after hour bar meetings)
- Get out of the office as much as possible (show up on sites and get involved)
- Get admin help fast!!!!
- Always keep home district, FEMA, action officer, and others alerted to daily activities
- Send emails of great performance to managers of exceptional employees upon departure

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Departure Gifts (Team Photos)

Questions or Comments?